

Late Check-Out Request Confirmation

Dear [Guest Name],

Thank you for your recent request for a late check-out on [Date]. We are pleased to inform you that your request has been approved.

Your new check-out time is set for [New Check-Out Time]. Please let us know if you require any further assistance or have any additional needs during your stay.

We hope you enjoy the rest of your time with us!

Best regards,

[Your Hotel Name]

[Contact Information]